

TAB

R E C O R D S   M A N A G E M E N T   R E V I E W

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RECORDS MANAGEMENT & DISTRIBUTION BRANCH  
VOL. 1 No. 1      RECORDS SERVICE DIVISION GENERAL SERVICES OFFICE      11 May 1953

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INTRODUCTION

This issue introduces the Records Management Review. These bulletins will cover "How-to-do-it" techniques in various phases of Records Management, to assist the Area Records Officers in the conduct of their program. They will be informative and informal in nature and it is expected that they will be issued monthly, or more often if the need arises or the occasion or topic demands it. They will be prepared and distributed by the Records Management and Distribution Branch. Any suggestions either in presentation or subject content will be appreciated. Please send your ideas to the person designated to work with your office, as shown under Liaison on page 2.

PURPOSE

The objective of the Records Management Training Course completed 11 May, was to give the Area Records Officers some knowledge of the scope of the program. Actual training in procedures or techniques was not possible in the limited time allotted each subject. To supply the further technical information needed, the first series of these bulletins will represent an extension of your training for the purpose of showing how the various phases of the program are to be accomplished. They will also serve as a convenient media for disseminating ideas, information, suggestions and activity progress reports.

It is anticipated that much of the procedural material in the bulletins will eventually be incorporated into a series of Records Management Handbooks to be issued as Agency guides for the operation of a successful program.

TOPICS

The topics of the first several bulletins which we plan to issue will cover the subjects described below. The sequence of these and future subjects will correspond, in general, with the order of actions which are recommended to be taken by Area Records Officers. These topics are:

1. File Identification and Volume Inventory:- Instructions for taking inventory. The purpose of the inventory is to:
  - (a) Introduce you and your program to the operating personnel.
  - (b) Give you a quick survey of the Records situation.
  - (c) Establish an index to all the file series.
  - (d) Identify inactive material ready for transfer to the Records Center.
  - (e) Prepare a report for use in future planning.

2. File Organization and Location:- A guide for <sup>developing</sup> ~~describing~~ the organizational level for centralizing files and including such considerations as the substitution of standard cabinets in vaulted areas for combination-lock cabinets.
3. Standardization of Filing Equipment and Supplies:- An outline of the reasons and the need for standardization of filing equipment and supplies. This will help Area Records Officers in answering questions which may arise.
4. Installing the <sup>Proposed</sup> Agency Standard File Classification System:- A guide for the conversion of present files to the standard Agency system.

#### LIAISON


In addition to the coordination of the Agency program, the functions of the Records Management and Distribution Branch include the furnishing of technical assistance and direction to Area Records Officers. The personnel of this office will be available for consultation and advice whenever such assistance is required. The following have been designated to work with the major components of the Agency.

DD/Plans

DD/Administration

DD/Intelligence

#### TRAINING

The Records Management and Distribution Branch is now ready to train Area Records Officers in the Subject-Numeric system of classification and filing.  The training will provide practical experience in the application of the System to Agency records. To arrange for this training call the person designated to work with your component of the agency.

#### RECORDS CENTER

The present Agency Record Center facilities are very limited. However, a new Center is now being planned and is expected to be in operation by approximately October 1, 1953. Every precaution is being taken to assure the maximum protection thru the use of modern devices and equipment.

#### CONCLUSION

The Training Office and the General Services Office would like to take this opportunity to thank the Area Records Officers and other personnel that attended this training program for their attendance and attention during the course of these meetings.